

Senior Services



Date: June 10, 2015

Position Title: **Meals on Wheels Program Assessor – Part-time**

Department: **Nutrition**

Posting Deadline: June 17, 2025

Senior Services of Southwest Michigan is seeking to fill a part-time Meals on Wheels Program Assessor position to work in our Kalamazoo office. This position provides assessments to Meals on Wheels customers by assessing and planning, linking, advocating, responding to emergencies, and monitoring the unmet basic needs of older adults living in Kalamazoo or surrounding counties. Provides clerical support, and assists with all aspects of the Nutrition Programs.

Provides the Nutrition Program Manager with all case record materials, weekly activity logs, and other reports as requested to ensure timely feedback and efficient case management load. Routinely consults with the program manager about service delivery, documentation, caseload management, and community resources, to ensure feedback and oversight regarding agency policy/procedure and agency/community working relationships.

Collects all required information necessary to ascertain eligibility for services. Assess and reassesses unmet basic needs, plans service, links, advocates, and monitors service delivery results in the office and the client's home to ensure comprehensive and timely meeting of the clients overall identified needs.

Requires high school diploma, high degree of accuracy and attention to detail, ability to prioritize and organize tasks, and manage time effectively. Excellent customer service, phone skills, keyboarding skills, knowledge of copiers, and knowledge of Microsoft Word, Publisher, and Excel. Valid State of Michigan driver license and reliable transportation required. Good filing skills and ability to work in a fast paced production and office environment. Physical requirements: must be able to lift 50 pounds to assist drivers and kitchen staff. Catering experience a plus.

Apply with a current resume and letter of interest prior to the posting deadline to: Nicki Gillette, HR Director, Senior Services-Southwest Michigan, 918 Jasper Street, Kalamazoo, MI 49001; or email to: ngillette@seniorservices1.org. Or if you'd prefer, visit our website at: www.seniorservices1.org to complete an application on-line.

Senior Services of Southwest Michigan is an Equal Opportunity Employer. It is the policy of Senior Services of Southwest Michigan to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity or expression, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, amnesty, veteran status, genetic information, or record of arrest without conviction. We welcome a diverse field of qualified candidates. This agency participates in E-Verify.